

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Governmental Program Analyst	DISTRICT/DIVISION/OFFICE 06/Administration/Project Control	
WORKING TITLE Project Control Officer	POSITION NUMBER 906-001-5393-025	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT

Under the general supervision of the Office of Budgets, Chief, Resource Operations Branch, a Staff Services Manager I, the incumbent will be responsible for District 6/Central Region Project Control activities; creating and maintaining project control numbers (formerly EA's). This position holds a high level of analytical and project funding expertise in order to ensure the integrity of TRAMS/EFIS system data and the State, Local and Federal legal funding requirements.

Duties include but are not limited to the following:

TYPICAL DUTIES

Percentage

40% (E) Independently exercises delegated authority for approving, creating, and supplementing of Capital Outlay and Support Project Numbers (EA's) using TRAMS, and the EFIS conversion AMS Advantage system for the entire District 6/Central Region. Has sole authority to open and close projects as needed for the Project Managers to successfully deliver their projects within the authorized budget the majority of which are related to STIP/SHOPP, SPES, and Traffic Mitigation Agreements (Pro-Rata). As well as projects related to Emergency Force Accounts, Minors (A and B), Maintenance, PID, High Speed Rail, and project closeout responsibilities.

Evaluates project and work schedules, develops clear conceptual knowledge of proposed work nature, scope, reason, physical relationship to other on-going and completed project; determines proper funding sources and program categories of expenditures; recommends alternatives if necessary to ensure the funds are used according to policy, procedure and within the authority allowed.

Ensures projects conform to Public and State Statutes, legislation and California Transportation Commission; approved budget level compliance. Takes affirmative and proactive steps at all levels of projects to research and secure funding appropriately.

Interprets the impacts and establishes a working knowledge of cooperative agreements and the legal requirements with local agencies and accounting policy. Calculates and splits funds appropriately based on contract language.

- 25% (E) Acts as District 6/Central Region Federal Aid Coordinator; responsible for determination of preliminary engineering and construction projects that qualify for federal funds and conforms to legal and technical requirements to obtain federal funding. Certifies that all Federal requirements are met and transmit that certification to HQ Federal Resource Branch.
- 20% (E) Assists Program Manager in developing and monitoring problems to ensure funding requests, supplemental funding, fund transfers all adhere to departmental policy and guidelines. Interprets guidelines in order to ensure that the objective of the District is met and the Project Numbers are established within policy. Researches, interprets and develop policy guidelines to successfully meet all new requirements; follow up and intensive research to correct funding inconsistencies related to AMS Advantage system problems.
- 15% (M) Maintains a clear and authoritative role in advising and communicating project information to Capital Outlay Project Managers, Programming, Program Managers and Accounting; research, allocate, increase, decrease, open or close either temporarily or permanently, and to correct expenditure errors as needed and as warranted.

SUPERVISION EXERCISED OVER OTHERS

None, but acts as expert counsel for District 6/Central Region policies regarding multiphase project control.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Independently responsible for bringing complex and sensitive project decisions to acceptable conclusion or resolutions, and to choose between competing priorities and alternative based on working knowledge of: District and Regional multiphase projects; phases, programming, accounting appropriation codes, CTIP, FTIP, STIP, SHOPP and the delivery goals of the Department. This position requires a high degree of expertise and ability to analyze varying situations in many areas dealing with interpreting laws and policies affecting authorization of funding; types of funds available and ensuring that federal funds are appropriately utilized.

Must be proficient in verbal and written communication; presenting alternatives to Project Managers in a concise and proactive manner in person and electronically. May be required to train groups of various levels of staff in managing projects in EFIS.

Must have knowledge of modern office methods and equipment, including personal computers and their software, must communicate effectively and clearly both verbally and in writing (letters, fact sheets, interoffice memos/e-mail notices, etc.)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in the expenditure of funds which are not budgeted. Errors can result in delays and rescheduling of projects, loss of federal and capital revenue, jeopardize delegations and ultimately, negatively affect project delivery.

PUBLIC AND INTERNAL CONTACTS

Incumbent works closely with all levels of District and Central Region employees including Executive Management; Branch Chiefs, Project Managers, Project Engineers, Project Control

Analysts, and all Headquarters program and funding experts. Must work cooperatively and professionally with all levels of staff to determine courses of action to fulfill the Departments delivery goals and secure the authorization to spend resources for any given project.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent also must be able to maintain a professional demeanor and may be required to work under intense and stressful timelines. The ability to multi-task and change priorities quickly, effectively and efficient is essential.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee may also be required to travel.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME

SUPERVISOR SIGNATURE DATE